

ARTIFICIAL INTELLIGENCE THE NEW FEATURES IN OFFICE-365

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ABSTRACT

Now-a-days the buzz word is Artificial Intelligence [AI], enabled in digital world. With the advancement of AI, Machine Learning [ML] and other technologies improved a lot and replacing the humans. AI is used by all sectors to analyse or to predict the data to improve the business as per requirement. Almost all software is evolving into AI. In Office-365 with AI features the user can analyse the data within minutes or seconds. The present study how AI is continually evolving in Office-365 on data.

Keywords: AI, ML, Office-365.

Introduction:

It is a software that conducts a conversation with text data. It can reply to human as per the conversation. AI plays a key role in the present years. Every Application is including the AI technology to develop better and automation services with in very short period. AI is very tricky and one of the best technologies too. The theory and development of computer systems able to perform tasks. AI creates market buzz in almost all areas i.e., in any application. Here, Developers are using AI to create business solutions. AI has shown the growth in softwares especially in Healthcare, OTT platforms, Financial Applications etc. The recent open AI CHAT GPT is creating a platform to almost all types of users and it shows the power AI. Similar like CHAT GPT some many AI tools like QUILLBOT, SLIDES GPT etc. are available to the users in AI. With AI the growth

of Business is also continually improving in all sectors.

AI is used in various applications like.

- Smart Assistants like SIRI, ALEXA
- Self-Driving cars
- Chatbots
- Email Spam Filters
- Netflix

Office-365:

AI plays a key role in the trendy office suite called Office-365. This suite is having AI features to finish the task in an easier way. Office-365 is having Outlook, Ms-Word, Ms-Excel, Power point. Especially in out look called “Co-pilot” automatically generates contextual emails and meeting summaries. The “Co-pilot is working with office 365 apps to summarize data in power point, word to generate the text and in excel it helps in analyse the data in pivot tables.

Objectives:

- To understand about AI and its Features.
- To understand about the role of AI in office-365

Research Methodology:

This study is based on Meta-Analysis of various previous research articles, to understand the role of AI in providing better service in tools. This study is trying to open the doors for further research on performance of AI.

Literature Review:

Mikalef and Gupta 2021 and Lichtenthaler 2019: AI is defined as individually “artificial” and “intelligence”. Intelligence refers to mathematical and reasoning abilities whereas artificial created by humans, creating a model and feeded to machines.

Alsheibani et.al 2020: Recent Research on AI is more understanding on technology Adaption, identifying business challenges.

Ransbotham et al., 2018: AI is not new, from last few years so much research is going on and now it is much stronger and more gained a lot of attention in solving business problems.

Here are some AI-powered features that were available in Office 365:

Editor: Office 365 uses AI to enhance the capabilities of its Editor feature. It provides suggestions to improve your writing in real-time, including grammar and style suggestions, as well as offering alternative word choices.

PowerPoint Designer: AI helps users create visually appealing presentations through PowerPoint Designer. It suggests design ideas based on the content of your slides, helping you choose appropriate layouts, color schemes, and images.

Excel Insights: Excel uses AI to provide insights and suggestions based on your data. It can recognize patterns, identify outliers, and generate forecasts, making it easier for users to analyze and understand complex data sets.

Excel Ideas: This AI-powered feature in Excel provides recommendations and insights based on your data. It can help you identify trends,

create charts, and perform other data-related tasks more efficiently.

Excel Data Types: Office 365 introduced Data Types in Excel, which leverages AI to convert raw data into structured information. For example, if you enter a stock ticker symbol, Excel can automatically pull relevant data, such as the current price or company details.

SharePoint Syntex: SharePoint Syntex is an AI-driven content understanding and automation capability that helps organize and categorize documents stored in SharePoint. It can automatically extract information from documents and apply metadata, making it easier to search and manage content.

Microsoft Forms: AI is used in Microsoft Forms to provide intelligent suggestions for question types, form design, and responses. It can also analyze responses and provide insights to help interpret the collected data.

PowerPoint Presenter Coach: This feature uses AI to provide real-time feedback on your presentation skills. It can analyze your pacing, pitch, and use of filler words, and offers suggestions for improvement, helping you become a more effective presenter.

Outlook Insights: Outlook leverages AI to provide insights and suggestions within your email client. It can identify important emails and prioritize your inbox based on your email behavior. It can also suggest meeting times by analyzing your calendar and email conversations.

Word Researcher: AI is used in Word's Researcher feature to help you find reliable and relevant information for your documents. It can

provide suggestions, links, and citations from reputable sources, allowing you to quickly gather information without leaving the document.

Office Lens: Office Lens is a mobile app that uses AI to scan documents, whiteboards, and business cards. It can automatically crop and enhance images, extract text, and convert handwritten notes into digital text, making it easier to capture and manage information.

Microsoft Teams Insights: Microsoft Teams utilizes AI to provide insights and analytics for team collaboration. It can generate usage reports, identify patterns in communication and collaboration, and provide recommendations for improving productivity and engagement.

MyAnalytics: MyAnalytics is an AI-powered personal productivity tool that provides insights into your work habits and helps you manage your time effectively. It can track how you spend your time, analyze email and meeting patterns, and provide suggestions for better work-life balance.

Findings of Study:

1. AI is one of the fastest technologies.
2. AI features are improving the tools like office-365

Conclusion:

This study tells a lot of advantages about AI, it improves the office-365 with its features.

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